

Panaji, 3rd October, 1977 (Asvina 11, 1899)

SERIES II No. 26

OFFICIAL GAZETTE

GOVERNMENT OF GOA, DAMAN AND DIU

EXTRAORDINARY

GOVERNMENT OF GOA, DAMAN AND DIU

Department of Personnel and Administrative Reforms

Notification

No. 3-26-74-DIV. I

The Notification dated 1st September, 1977 from the Government of India, Ministry of Home Affairs, is hereby published in the Government of Goa, Daman and Diu Gazette, for general information. This issues in supersession of the Notification No. SPL-EST-73-II dated 1st May, 1974, published in Official Gazette Series II, No. 6 dated 9th May, 1974 and all other Notifications issued on the subject from time to time.

Accordingly, in exercise of the powers vested in him by the proviso to Rule 3 and 5 of the Business of Government of Goa, Daman and Diu (Allocation) Rules, 1963, the Administrator of Goa, Daman and Diu hereby directs that in supersession of all existing rules and orders on the subject, the Business of the Government shall be allocated between the Departments of the Secretariat and Secretaries to Government in the manner specified in the Schedules annexed hereto.

This Notification will take effect from 1st October, 1977.

By order and in the name of the Administrator of Goa, Daman and Diu.

V. J. Menezes, Under Secretary (Personnel).

Panaji, 30th September, 1977.

GOVERNMENT OF INDIA

BHARAT SARKAR

MINISTRY OF HOME AFFAIRS

New Delhi, the 1st September, 1977

Notification

In exercise of the powers conferred by article 239 of the Constitution and section 46 of the Government of Union Territories Act, 1963 (20 of 1963), and all other powers enabling him in that behalf, the President hereby makes the following rules further to amend the Business of the Government of Goa, Daman and Diu (Allocation) Rules, 1963, namely:—

1. These rules may be called the Business of the Government of Goa, Daman and Diu (Allocation) Amendment Rules, 1977.

2. In the Business of the Government of Goa, Daman and Diu (Allocation) Rules, 1963, for the existing Schedule, the following Schedule shall be substituted, namely:—

"THE SCHEDULE"

(See rule 3)

1. Department of Personnel and Administrative Reforms

A. Personnel Division

- (a) Manpower planning
(Administrative Secretariat and Non-Technical Personnel, etc.)
- (b) Cadre planning and management of various state services.
- (c) General Services
 - All India Services
 - State Civil Services
 - Other Services.
- (d) Appointments, placements, etc. policy regarding.
- (e) Career planning/development/management.
- (f) Training and co-ordination (including Hindi Training schemes).
- (g) Talent hunting.
- (h) Promotion systems.

Institutionalising arrangements for selection at senior/middle management levels

Principles of promotion/selectivity

D. P. s. for various categories.

- (i) Performance Appraisal systems.
- (j) Operation of Conditions of Service and framing of rules and regulations in the matter of
 - recruitment
 - pay
 - seniority
 - Retirement
 - Deputation
 - Other Compensations
 - Conduct
 - Discipline and appeal.
- (k) Staff Welfare.

(l) Joint Consultative Machinery.

(m) Rewards and punishment systems.

(n) Motivation and Morale.

(o) Vigilance functions.

(p) Review/evaluation and Feedback of policy/implementation.

- (q) Liaisons with Central Government (Department of Personnel Wing) and the Union Public Service Commission).

- (r) Research in Personnel Administration.

B. Administrative Reforms Division

- (a) Organisation studies — Organisational Analysis and Method study.
- (b) Works Study — works measurement, Norms setting, etc.,
- (c) Records Management
 - Recording and Indexing of files
 - Retention schedules
 - weeding of records
 - space management
 - storage and retrieval records.
- (d) Form Design.
- (e) Office lay-out.
- (f) Delegation of powers — Agency to oversee the actual exercise of delegated powers.
- (g) Inspection of field offices.
- (h) Modernisation of office management introduction of modern gadgets and other mechanical aids/equipments.
- (i) Manualisation/codification and simplification of rules and regulations.
- (j) Management information system.
- (k) Organisation and Methods Training.
- (l) Specific consultancy studies.
- (m) Submission and rationalisation of returns.
- (n) Liaison with Government of India (Administrative Reforms Wing).

C. Secretariat Administration and Co-ordination Division

- (a) Secretariat Building, Library and Record room.
- (b) Secretariat Accounts/bills.
- (c) Housekeeping functions on an all secretariat basis.
- (d) Arrangement for V.I.Ps.
- (e) Western Zonal Council.
- (f) Preparation of Annual Administrative Reports.
- (g) Telephones.
- (h) Residual functions.
- (i) Council of Ministers.
- (j) Discretionary grants of the Chief Minister.
- (k) Warrant of precedence.
- (l) Lt. Governor's address.
- (m) Rules of Business of the Government.
- (n) Allocation of Business Rules.
- (o) Cabinet meetings/affairs.
- (p) Cabo Raj Niwas.
- (q) Establishment of Collectorate of Goa, Daman and Diu.
- (r) Establishment of Govt. Printing Press.

2. Home Department (General)

- (a) Establishment matters of Police and Home Guards.
- (b) Goa, Daman and Diu Police Service Cadre.
- (c) Law and Order.
- (d) National Integration and Emergency.
- (e) Fire Fighting schemes.
- (f) Amusements, Betting and Gambling.
- (g) Repatriates/Rehabilitation/National Calamities.
- (h) Soldier's Sailors' and Airmen's Board.
- (i) Establishment of Inspector-General of Prisons and jails.
- (j) Road Transport and Taxes on vehicles.
- (k) Allotment of cars and scooters.
- (l) Accommodation (both for offices and residential).

3. Home Department (Passports)

- (a) Verification of character and antecedents.
- (b) Passports Act and Rules.
- (c) Citizenship Act and Rules.
- (d) Foreigners Act and Rules.
- (e) Evacuee Property.

4. Planning Department

- (a) Establishment of Bureau of Economics, Statistics and Evaluation.
- (b) Manpower.
- (c) Five Year Plan.
- (d) Plan Co-ordination and reviews.
- (e) Census.
- (f) Planning in Science and Technology.
- (g) Nutrition Programme.
- (h) Tribal sub-plan and Western Ghat Scheme.

5. Works, Education and Tourism Department

- (a) Directorate of Education.
- (b) Directorate of Sports and Cultural Affairs.
- (c) College of Engineering, Farmagudi.
- (d) Government Polytechnic, Panaji.
- (e) Government Arts and Science College, Daman.
- (f) Post Graduate Education.
- (g) University.
- (h) Archives.
- (i) Gazetteers.
- (j) Public Works (including Water Supply)
- (k) Information and Publicity.
- (l) Tourism.

6. Forest and Agriculture Department

- (a) Directorate of Agriculture.
- (b) Directorate of Animal Husbandry and Veterinary Services.
- (c) Soil Conservation.
- (d) Fisheries.
- (e) Forests.

7. Local Administration and Welfare Department

- (a) Directorate of Civil Supplies and Price Control.
- (b) Directorate of Social Welfare.
- (c) Institute of Public Assistance.
- (d) Welfare of Scheduled Castes/Scheduled Tribes and other backward classes.
- (e) Municipal Administration.
- (f) Town and Country Planning Department.
- (g) Housing Board.
- (h) Slum clearance and slum improvement.
- (i) Community Development (also crash scheme for Rural Employment).
- (j) Panchayati Raj Institutions.
- (k) Co-operation and Marketing.

8. Revenue Department

- (a) Land Revenue Code.
- (b) Agricultural Tenancy Act.
- (c) Mundkar Act.
- (d) Abolition of Proprietorship of Village in Daman and Diu.
- (e) Land Ceiling and other Land Reforms.
- (f) Comunidades.
- (g) Religious endowments and Institutions.
- (h) Agricultural Indebtedness.
- (i) Flood and Financial Relief.
- (j) Mamlatdar's Court Act.
- (k) Requisitioning and Acquisition of Immovable Property Act.
- (l) Indian Stamp Act (Reference to the Central Cont. Authorities).

- (m) Land Acquisition Act and Land allocation.
- (n) Public Premises (Eviction of Unauthorised Occupants) Act.
- (o) House Rent Control Act.
- (p) Issue of Maps and State Boundaries.
- (q) Natural Calamities.

9. Public Health Department

- (a) Directorate of Health Services.
- (b) Government aided Hospitals and Institutions.
- (c) Medical College and Hospitals.
- (d) Pharmacy College.

10. Industries and Labour Department

- (a) Directorate of Industries and Mines.
- (b) Controller of Weights and Measures.
- (c) Electricity and Power Generation.
- (d) Inland Water-ways.
- (e) Monopolies and Restrictive Trade Practices Act, 1969.
- (f) Labour and Employment.
- (g) Technical Training Schemes.
- (h) Boilers and Factories.
- (i) Trade Unions and Employees.
- (j) Manpower.

11. Finance Department (Expenditure)

- (a) Scrutiny of financial sanctions.
- (b) Submission of detailed contingent bills.
- (c) All matters relating to equation of posts and revision of pay scales of absorbed employees.
- (d) Establishment of Directorate of Accounts.
- (e) Accounts cadre.

12. Finance Department (Revenue and Control)

- (a) Control, Co-ordination and Work study.
- (b) Control over arrears of loans and advances.
- (c) National Savings Schemes.

- (d) Pensions.
- (e) Pay Commission.
- (f) Establishment matters of Sales Tax, Entertainment Tax and Revenue and Taxes.
- (g) Revenue Receipts and control.
- (h) Taxes on sales and purchases.

13. Finance Department (Budget)

- (a) Budget and Accounts of the Union Territory.
- (b) Public Accounts Committee.
- (c) Report of the Comptroller and Auditor-General.
- (d) All financial Rules (Delegation of powers under Fundamental Rules, Supplementary Rules, Delegation of Financial Power Rules, Central Treasury Rules and General Financial Rules).

14. Law Department (Legal Advice)

- (a) Advice on legal matters.
- (b) Statutory rules, orders and notifications.
- (c) Drafting and vetting of bills.

15. Law Department (Establishment)

- (a) Supervision of Government litigation.
- (b) Notary Public.
- (c) Official receivers, legal practitioners, law officers.
- (d) Chit funds.
- (e) Administration of Justice.
- (f) Appeals against acquittals.
- (g) Establishment of Civil Courts and Administrative Tribunals.
- (h) Goa, Daman and Diu Judicial Service Cadre.
- (i) Office of the Chief Electoral Officer.
- (j) Registration of births and deaths.

[No. U-11022/2/77-UTL]

Sd/-

(H. C. BAKHSHI)

Under Secretary to the Government of India.

SCHEDULE II**Allocation of Departments amongst Secretaries and Branch Officers in the Secretariat**

Secretaries	Branch Officers	Name of Departments
Chief Secretary.	Under Secretary (Personnel).	Department of Personnel and Administrative Reforms (Personnel Division I).
	Under Secretary (Administrative (Co-ordination)).	Department of Personnel and Administrative (Co-ordination Division III).
	Management Analyst.	Department of Personnel and Administrative Reforms (Division II).
	Under Secretary (Home).	1. Home Department (General). 2. Home Department (Passport).
Secretary Planning-cum-Development Commissioner.	Planning Officer.	Planning Department.
	Under Secretary (Forest and Agriculture).	Forest and Agriculture Department.
	Under Secretary (Works, Education and Tourism).	Works, Education and Tourism Department.
Secretary (Industries, Labour and Public Health).	Under Secretary (Industries, Labour and Public Health).	1. Industries and Labour Department. 2. Public Health Department.
Secretary (Revenue).	Under Secretary (Revenue and Local Administration and Welfare).	1. Local Administration and Welfare Department. 2. Revenue Department.

Secretaries	Branch Officers	Name of Departments
Secretary (Finance).	Under Secretary (Finance).	1. Finance Department (Expenditure). 2. Finance Department (Revenue and Control). 3. Finance Department (Budget).
Secretary (Law).	Under Secretary (Law). Draftsman.	Law Department (Establishment). Law Department (Legal Advice).